

Retention and Classification Report

Agency: Department of Public Safety. Highway Patrol. Section #04 (1804)

5681 South 320 West
Murray, UT 84107
965-4676

Records Officer Leila Billingsley

05477	Incident case files
05507	Officer's daily logs
05510	Traffic citations

AGENCY: Department of Public Safety. Highway Patrol. Section #04

SERIES: 5477

3

TITLE: Incident case files

DATES: 1986-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files record the criminal and accident investigations handled by Utah Highway Patrol officers in Salt Lake County. They document all investigations by the Utah Highway Patrol to enforce the law and protect the public. Included could be State Accident Report Form D.I.-9, Utah Highway Patrol Short Form HPF-12, Abandoned Vehicle Tag HPF-27, Incident Reports HPF-26, Witness Statements HPF-13, Inventory Forms HPF-36, Warrant Arrest Reports HPF-75, Seized Asset Report Forms DPS-100, Evidence Logs HPF-100, Laboratory Reports, Impound Reports TC-540, Diagrams, and miscellaneous others. Information includes name, address, age, vehicle registration, personal descriptions, blood alcohol levels, telephone numbers, signatures, victim information, and photographs.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

AGENCY: Department of Public Safety. Highway Patrol. Section #04

SERIES: 5477

TITLE: Incident case files

(continued)

APPRAISAL:

Administrative Legal

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(2)(d) 2009

AGENCY: Department of Public Safety. Highway Patrol. Section #04

SERIES: 5507

3

TITLE: Officer's daily logs

DATES: 1970-

ARRANGEMENT: Chronological, thereunder alphabetical by officer's name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are standard reports that document the officer's daily activities. They are given to the supervisor and data is taken from the log and compiled by the data processing section. Log includes name and badge number of the officer; division and district; the number of arrests and written warnings, accidents investigated; time spent in court, training, serving warrants, investigations, special assignments, and public assistance. Also includes vehicle information and expenses, hours worked for the day and pertinent officer notes on days activities.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Public Safety. Highway Patrol. Section #04

SERIES: 5507

TITLE: Officer's daily logs

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Public Safety. Highway Patrol. Section #04

SERIES: 5510

3

TITLE: Traffic citations

DATES: 1950-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These are the backup copy of the citation issued for traffic law or other criminal law violations. The citation includes citation number, name, address, description, driver license number of person receiving citation, vehicle license number, license number of violator. Also listed are violation, place of violation, date, court in which to appear, officer's name and badge number.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 03/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative
RDR 60-82, approved by the State Records Committee

AGENCY: Department of Public Safety. Highway Patrol. Section #04

SERIES: 5510

TITLE: Traffic citations

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305(9) 2009

SECONDARY CLASSIFICATION(S):

Private. YCA 63G-2-302(2)(d) 2009